



Department of Housing and Community Development

July 16, 2009

NOTIFICATION OF VACANCY

**PMO FISCAL ANALYST
(Program Administration Specialist I)**

POSITION #00359

LOCATION:

**DHCD
Main Street Centre
600 East Main Street; Suite 300
Richmond, VA 23219**

HIRING RANGE:

\$37,000 - \$48,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a detailed Fiscal Analyst to assist in the assurance that sound financial management practices are being employed by the Project Management Office (PMO), local government grantees by accurately logging draw downs into an internal tracking system, copy and distributing project draw downs for multiple program funds to include Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), Appalachian Regional Commission (ARC), Southern Rivers, Southwest Virginia Regional Water and Wastewater, and other program funds, and non-profit organizations receiving Indoor Plumbing Rehabilitation (IPR) funds. Ensure compliance with GAAO, HUD laws and regulations, and applicable State/Federal laws and regulations. Duties, include but not limited to: preparing final closeout letters, follow up letters, reviewing audit reports for accuracy, preparing excel spreadsheets for tracking, reconciling and track expenditures by posting data as payments, preparing annual report packages for grantees, entering data into the IDIS system, assisting PMO Financial Analyst as directed by Associate Director, and additional duties as assigned.

QUALIFICATIONS GUIDE:

Accurate, detailed and thorough record keeping and strong data entry skills are essential. Must have strong competency in MS Excel and MS Word. Familiarity with State fiscal policies and procedures. Demonstrated ability to interpret regulations and laws regarding state and federal grant and loan programs; to communicate effectively orally and in writing; and to multi-task and work independently. Must have strong GAP and customer service skills. Knowledge of the federal drawn-down system and governmental accounting very helpful. Associate degree in finance, accounting, business or public administration or related field is preferred or equivalent combination of training and experience.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <https://jobs.agencies.virginia.gov> BY, THURSDAY, JULY 30, 2009, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process